



DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD
NORTH CHICAGO, ILLINOIS 60064-3094

MEMORANDUM

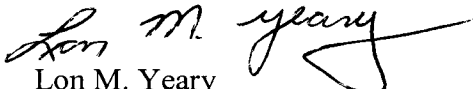
23 September 2005

FROM: Commander, USMEPCOM
TO: Commander, Houston MEPS

Subject: Guidance for Hurricane Rita Evacuation Policy/ Procedures

Ref: USD(P&R) memo dtd 21 Sept 2005

1. This memorandum provides guidance on funding of military and DoD civilian personnel and their dependents residing in the greater Houston area upon order to evacuate United States Military Entrance Processing Station-Houston in response to the approach of Hurricane Rita.
2. All military and civilian employees and their dependents are directed to evacuate MEPS Houston and the local area in accordance with the civilian evacuation orders. Reference (a) provides guidance for military and civilian members and their dependents regarding safe haven costs. These orders will be authorized to pay for mileage, meals and lodging. Estimated total reimbursement cost should be forwarded to USMEPCOM Director, J-8.
3. Effective immediately, those personnel specified above are authorized to select an alternate safe haven with CONUS. Safe haven and evacuation allowances continue until personnel are directed to return to the Houston area by the MEPS Houston Commander or 30 days from the date of this memorandum, whichever occurs first. Those military members affected by this policy are authorized up to two months advance pay. Allowances will be authorized for no more than 180 days from the date of this memorandum and are subject to cancellation of the evacuation order or authorization.
4. Personnel specified above who were evacuated due to Hurricane Katrina who must now relocate again because of Hurricane Rita are authorized to move to a temporary safe haven within CONUS. If, after damage from Hurricane Rita is known, and authorities allow families to return; families may remain in place or return to the safe haven from which they departed in response to Hurricane Rita. If Rita damage is devastating and families cannot return, the families may remain in place or select another alternate safe haven within CONUS.
5. The Government Travel Charge Card is authorized to be used during this period for safe haven costs such as mileage, lodging, and per diem. Anyone who does not have a Government Charge Card or questions regarding the Government Travel Charge Card may contact SFC Mitchell at (847) 688-3680 x7336 or Lynn Simmet at (847) 688-3680 x7329
6. For TDY Order/Accounting Classification contact Kimberly Ecthenacher at (847) 688-3680, ext 7321.


Lon M. Yeary
Colonel, USMC
Commander